

ORDER

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

1100.154A

6/12/90

SUBJ: DELEGATIONS OF AUTHORITY

- 1. PURPOSE.** This order contains delegations of authority to agency officials. However, it is not all-inclusive. The intent is to address critical areas of authority left uncovered due to straightlining.
- 2. DISTRIBUTION.** This order is distributed to the branch level in Washington, regions, and centers with a limited distribution to all field offices and facilities.
- 3. CANCELLATION.** Order **1100.154**, Interim Delegations of Authority, dated August **24, 1988**, is canceled.
- 4. BACKGROUND.** With the decision to restructure Washington headquarters and to implement straightline reporting of regional program divisions, the delegations of authority that were in effect and appropriate to the old organizational structure required extensive modifications. These delegations will eventually be incorporated into directives which cover specific subject matters. For example, delegations covering incentive awards and pay should be included in revisions to Orders **3450.7E**, Incentives Awards Program, and Order **3550.10**, Pay Administration General, respectively. The same holds true for other delegations. Any delegations not included in this order remain in effect.
- 5. EXPLANATION OF CHANGES.** This order has been revised to include:
 - a. A consolidated matrix of common delegations to regional program division managers and Assistant Chief counsels.
 - b. Separate appendixes containing the individual authorities delegated to the regional program division managers and Assistant Chief Counsels from the Executive Director for Regulatory Standards and Compliance, the Chief Counsel, the Associate Administrators for Air Traffic and Airway Facilities, and the Assistant Administrator for Airports.
 - c. Authority for clearing draft national directives.
 - d. Authority for selecting regional program division manager positions and Assistant Chief Counsel positions.
 - e. Authority for approving permanent change-of-station (PCS) orders/vouchers and international travel for regional program division managers and Assistant Chief Counsels.
 - f. Authority for signing administrative items which cross program lines in the regions.
- 6. GENERAL DELEGATIONS OF AUTHORITY.**
 - a. **Executive Directors.** With respect to all matters within the Executive Director's sphere of responsibility, each Executive Director is authorized to:
 - (1) Take action and issue orders in the name of the Administrator, except for those matters for which the Administrator has specifically reserved authority or otherwise provided.
 - (2) Represent the Administrator.

(3) Act on any matter for which specific delegation of authority has been made to the Executive Director or to any element under the direction of the Executive Director.

(4) Exercise line authority over associate administrators, office, service, and center directors reporting directly to them. In the case of the Executive Director for Administration and Resource Management, this includes the regional administrators.

b. Chief Counsel. With respect to all matters within the Chief Counsel's sphere of responsibility, the Chief Counsel is authorized to:

(1) Take action and issue orders in the name of the Administrator, except for those matters for which the Administrator has specifically reserved authority or otherwise provided.

(2) Represent the Administrator.

(3) Act on any matter for which specific delegation of authority has been made to the Chief Counsel or to any element under the direction of the Chief Counsel.

(4) Exercise line authority over the Assistant Chief Counsels in Washington headquarters and over the Assistant Chief Counsels (formerly regional and center counsels) for each region and center.

c. Associate Administrators. With respect to all matters within the associate administrator's sphere of responsibility, each associate administrator is authorized to:

(1) Take action and issue orders in the name of the Administrator and the Executive Director, except for those matters for which the Administrator has specifically reserved authority or otherwise provided.

(2) Represent the Administrator and Executive Director.

(3) Act on any matter for which specific delegation of authority has been made to the associate administrator or to any element under the direction of the associate administrator.

(4) Exercise line authority over the offices and services reporting directly to them and the respective regional program divisions. This includes the air traffic, airway facilities, flight standards, civil aviation security, aviation medical, and aircraft certification functions. This authority may be **redelegated** to heads of offices and services, but no further **redelegation** is authorized.

d. Assistant Administrator for Aviation Safety. With respect to all matters within the Assistant Administrator for Aviation Safety's sphere of responsibility, the assistant administrator is authorized to:

(1) Take action and issue orders in the name of the Administrator, except for those matters for which the Administrator has specifically reserved authority or otherwise provided.

(2) Represent the Administrator.

(3) Act on any matter for which specific delegation of authority has been made to the assistant administrator or to any element under the direction of the assistant administrator.

e. Assistant Administrator for Airports. With respect to all matters within the Assistant Administrator for Airports' sphere of responsibility, the Assistant Administrator is authorized to:

(1) Take action and issue orders in the name of the Administrator, except for those matters for which the Administrator has specifically reserved authority or otherwise provided.

(2) Represent the Administrator.

(3) Act on any matter for which specific delegation of authority **has** been made to the assistant administrator or to **any** element under the direction of the assistant administrator.

(4) Exercise line authority over the headquarters offices and regional airports Program divisions.

7. SPECIFIC DELEGATIONS AND LIMITATIONS OF AUTHORITY.

a. The head of each "office" reporting directly to the Administrator derives authority from the Administrator. Similarly, the head of offices and services reporting to the Administrator through an Executive Director directly, through an Executive Director and associate administrator, or through an assistant administrator also derives authority from the Administrator. Each associate administrator or assistant administrator has full authority to exercise all authority directly delegated to each office and service head reporting to that associate administrator or assistant administrator. Each Executive Director has full authority to exercise all authority directly delegated to each associate administrator, and to each office and service director reporting to that associate administrator, or reporting directly to that Executive Director.

b. Each office and service head can legally commit the agency only to the extent that authority to do so has been affirmatively delegated to that office or service head. The office and service head has supervisory authority with respect to the centralized operational responsibilities assigned to that organization. Except as the Administrator, Executive Director, or cognizant associate/assistant administrator may otherwise direct, heads of offices or services may redelegate, with authority to provide for the successive **redelegation** within the organization, the authority delegated to them.

c. With respect to program operations, all existing delegations of authority to regional directors are transferred to the appropriate associate or assistant administrators and service directors, if so **redelegated**. This excludes the delegations of authority to regional administrators as stated in paragraph 7f.

d. Regional program division managers, which include aircraft certification directorate managers, derive their authority from the Administrator through the cognizant Executive Director, associate or assistant administrator and/or head of office or service (if so delegated) having program responsibility.

e. Due to the special nature of the Aircraft Certification Directorates, each regional aircraft certification directorate manager will serve as head of the Aircraft Certification Directorate. The managers in the New England, Central, Southwest, and Northwest Mountain Regions have authority and responsibility for the aircraft certification program assigned. The manager reports to the Director of Airworthiness. Since the Office of Airworthiness has been renamed the Aircraft Certification Service, all references to the Director of Airworthiness in Part 11 of the Federal Aviation Regulations should be construed as references to the Director, Aircraft Certification Service. The Aircraft Certification Directorate Manager in each aircraft certification directorate has authority to issue airworthiness directives, special conditions, and exemptions for the aircraft certification regulatory program functions assigned to the directorate in accordance with established rulemaking procedures. This delegation also includes issuance of notices of proposed action, leading to the issuance of these regulatory documents.

f. Regional administrators derive their authority from the Administrator through the Executive Director for Administration and Resource Management. Except where the Administrator otherwise provides, they are delegated full authority to take all actions necessary to carry out their assigned responsibilities, within approved agency policies, program plans, guidelines, standards, systems, and procedures. The regional administrators exercise executive direction over the public affairs, communications control, civil rights, human resource management, budget, accounting, logistics, and management systems organizations. The appraisal, planning, international aviation, and emergency operations functions will also be under the executive direction of the regional administrators. The accounting function will continue to be performed by those regions now assigned this function.

g. Assistant Chief Counsels in Washington headquarters and for regions and centers derive their authority from the Chief Counsel. They are delegated full authority to take all actions necessary to carry out their assigned responsibilities, within approved agency policies, program plans, and procedures, including the coordination guidelines established by the Chief Counsel. They will continue to provide legal counsel, advice, and assistance to regional administrators and center directors, program managers, regional headquarters staff, and other cognizant organizations of the regions and centers. Since the Regional and Center Counsels have been renamed Assistant Chief Counsel for each region and center, any references to Regional or Center Counsel in Part 11 and Part 13 of the Federal Aviation Regulations should be construed as meaning Assistant Chief Counsel.

h. Center directors derive their authority from the Administrator through an Executive Director. Except where the Administrator otherwise provides, the center directors are delegated full authority to take all actions necessary to carry out their assigned responsibilities, within approved agency policies, program plans, guidelines, standards, systems, and procedures. The civil aviation security functions come under the executive direction of the Washington headquarters.

i. Appendix 1 contains the delegations common to the straightlined organizations. Appendixes 2 through 6 contain the delegations from Executive Directors, associate or assistant administrators, and the Chief Counsel that are either unique to the organization listed or sufficiently different to be precluded from the listing of common delegations in appendix 1.

j. National program offices are responsible for the coordination of national orders with all elements of the agency which have a valid concern, including regional and center elements. Sufficient copies should be provided for regional and center input. Straightlined regional and center program managers shall ensure that national orders sent to them for review and comment are coordinated with affected regional and center elements. Comments or nonconcurrences from straightlined regional and center program managers are to be forwarded directly to their respective reporting line managers in Washington for inclusion in the Washington program office's response. The straightlined managers shall provide the regional administrator and center director respectively with an information copy of the comments sent to Washington.

k. Regional administrators and center directors are delegated authority to sign as the approving and reviewing official, the regional and center response to draft national directives which are sent directly to them for review and comment. The responses from regional administrators and center directors shall include only comments from regional and center elements reporting directly to them.

l. Regional administrators serve as the focal point and have signatory authority for administrative matters which cross program lines. Specific examples include Office of Inspector General/General Accounting Office (OIG/GAO) correspondence, Freedom of Information Act (FOIA) requests/denials, congressional correspondence, responses to the Administrator's Hotline inquiries and other similar administrative concerns. They are responsible for coordinating these matters with the affected regional elements. Straightlined regional program managers are responsible for alerting and, if necessary, obtaining the views of their reporting line officials in Washington. Straightlined regional program managers shall continue to assist the regional administrators in developing, coordinating, and resolving regional problems.

m. The Associate Administrators for Airway Facilities and Air Traffic and the Assistant Administrator for Airports shall be the selecting officials for regional program division manager and assistant regional program division manager positions. These selections will be coordinated with the respective regional administrators.

n. The Directors of Aircraft Certification, Flight Standards, and Civil Aviation Security and the Federal Air Surgeon shall be the selecting officials for the regional division and directorate manager positions and the center civil aviation security manager positions. These selections will be coordinated with the respective regional administrators and center directors. Senior Executive Service selections must have the approval of the respective associate administrator.

o. The Chief Counsel shall be the selecting official for Assistant Chief Counsel positions. These selections will be coordinated with the respective regional administrators.

p. The Associate Administrators for Airway Facilities and Air Traffic and the Assistant Administrator for Airports shall approve PCS orders/vouchers and international travel for their respective regional program division managers.

q. The Directors of Aircraft Certification, Flight Standards, and Civil Aviation Security and the Federal Air Surgeon shall approve PCS orders and vouchers for regional and center division or directorate managers, as appropriate. Nonroutine foreign travel for all regional personnel of these divisions, including division managers and flight surgeons, must be approved by the appropriate office/service director or the Federal Air Surgeon.

r. The Chief Counsel shall approve PCS orders/vouchers and international travel for the Assistant Chief Counsels.

s. Regional administrators are delegated the authority to sign certain Records of Decision which are issued at the regional level in accordance with Council on Environmental Quality regulations following Environmental Impact Statement or Finding of No Significant Impact approval. Specifically, these are regionally issued Records of Decision which include multiple agency actions beyond the scope of authority of any single regional program division and which constitute an order of the Administrator subject to review under section 1006 of the Federal Aviation Act of 1958, as amended. The regional division manager having the lead environmental responsibility shall be responsible for identifying those Records of Decision which meet the criteria for regional administrator's signature and for ensuring appropriate coordination with other affected divisions, concurrences from those divisions in the Records of Decision, and legal review by the Assistant Chief Counsel for the region. Each regional division manager shall ensure that straightlining responsibilities are met prior to concurring in Records of Decision for signature of the regional administrator. This delegation to regional administrators does not extend to approval of Environmental Impact Statements, to Findings of No Significant Impact, or to other Records of Decision which do not meet the criteria established above.

t. The general and specific delegations of authority, with respect to budget formulation and resource management previously provided to regional directors as relating to program divisions, have been transferred to the appropriate straightlined organization in Washington headquarters.

u. Officials initiating major FAA actions under delegated authority are responsible for keeping the Administrator informed of key events or developments having a significant management, political, or public relations impact on the agency. There is no single test for identifying the circumstances where notification is warranted. Coverage, costs, user impact, relationship to previous problems, and controversial issues are approximate indicators. The larger the values involved, the greater the necessity for advising the Administrator in advance.

v. All other general and specific limitations on delegations of authority in organization manuals, agency directives, regulations, and other documents not inconsistent with this order remain in effect.

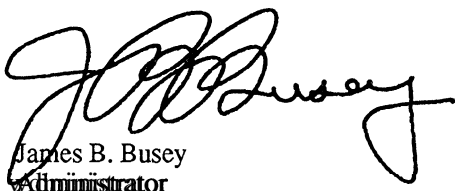
8. OPERATIONAL LINE OF SUCCESSION. Except for the operational line of succession required for continuity of FAA during a national emergency, as established in paragraph 308a of Order 1900.1D, FAA Emergency Operations Plan, the following officials, in the order indicated, shall act as Administrator, in case of the absence or disability of the Administrator, until the absence or disability ceases or, in case of a vacancy, until a successor is appointed.

- a. Deputy Administrator.
- b. Executive Director for Administration and Resource Management.
- c. Executive Director for System Operations.
- d. Executive Director for Regulatory Standards and Compliance.
- e. Executive Director for System Development.
- f. Executive Director for Acquisition.
- g. Chief Counsel.
- h. Assistant Administrator for Aviation Safety.

9. IMPLEMENTATION.

- a. These delegations and limitations on delegations take effect immediately.
- b. Executive Directors, associate administrators, assistant administrators, the Chief Counsel, and heads of offices and services shall review their existing directives, Federal Aviation Regulations (FAR), and other pertinent agency documents that contain delegations of authority and revise or cancel them as appropriate. This review should be given high priority.

10. AUTHORITY TO CHANGE THIS ORDER. Executive Directors, associate and assistant administrators, heads of offices and services, and the Chief Counsel shall submit proposed changes to delegations within their functional purview to the Office of Management Systems, AMS. AMS shall ensure that the changes are properly coordinated. The Executive Director for Administration and Resource Management is authorized to issue changes to this order that do not require the approval of the Administrator.



James B. Busey
Administrator

**DELEGATIONS OF AUTHORITY TO REGIONAL PROGRAM MANAGERS & ASSISTANT CHIEF
COUNSELS-SELECTION PROCESS**

<i>Reg. Org.</i>	<i>Subject</i>	<i>Authority</i>	<i>Remarks</i>
AF, AT, & AS	Designated as selecting official for regional division positions.	Order 3330.1B , Merit Promotion Program, and Order 3330.28B , Selection of Key Personnel	Authority delegated to Division Manager or his/her designee. GM-15 selections shall be coordinated with AAF-2, & ARP-1/2 as appropriate. All AT selections under Order 3330.1B , Appendix 8, and all regional headquarters AT division GM-15 selections shall be coordinated with AAT-1/2 .
AC, FS, AM, & CS	Designated as selecting official for regional division and directorate positions.	Order 3330.1B , Merit Promotion Program, and Order 3330.28B , Selection of Key Personnel	Authority delegated to Division & Directorate Manager or his/her designee. GM-1 5 selections shall be coordinated with appropriate Washington HQ Office/Service Director, or Federal Air Surgeon.
GC	Designated as selecting official for Assistant Chief Counsel positions. Also sign documents related to personnel.	Order 3330.1B , Merit Promotion Program, and Order 3330.28B , Selection of Key Personnel	Authority to be selecting official for positions up to GM-15 is delegated to Assistant Chief Counsels.

Appendix 1

**DELEGATIONS OF AUTHORITY TO REGIONAL PROGRAM MANAGERS & ASSISTANT CHIEF
COUNSELS—TRAVEL**

<i>Reg. Org.</i>	<i>Subject</i>	<i>Authority</i>	<i>Remarks</i>
AF & AT	Approve travel orders, vouchers, advance of funds, routine travel, claims for reimbursement for expenditures, travel orders and vouchers on an actual subsistence expense basis, and receipts for cash sub-vouchers for themselves and their employees; and PCS orders for employees only.	Order 1500.14A, Travel Manual	Routine travel includes: Alaska, Hawaii, Puerto Rico, U.S. Territories and Possessions, Canada, & Mexico.
AS	Approve travel orders, vouchers, advance of funds, routine travel, claims for reimbursement for expenditures, travel orders and vouchers on an actual subsistence expense basis, and receipts for cash sub-vouchers for themselves and their employees; and PCS orders for employees only.	Order 1500.14A, Travel Manual	Regional Airport Division Managers may redelegate this authority, except for PCS orders/vouchers. Authority to approve actual subsistence expenses may not be redelegated but may be exercised by managers in an acting capacity.
AC, FS, AM, & CS	Approve travel orders, vouchers, advance of funds, routine operational foreign travel, claims for reimbursement for expenditures, travel orders and vouchers on an actual subsistence expense basis, and receipts for cash subvouchers for themselves and their employees; and PCS orders or employees only.	Order 1500.14A, Travel Manual	Redelegation of this authority is accomplished in accordance with Order 1500.14A. Routine travel includes: Alaska, Hawaii, Puerto Rico, U.S. Territories and Possessions, Canada, & Mexico.
GC	Approve travel orders, vouchers, advances, claims for reimbursement for expenditures, travel orders and vouchers on an actual subsistence expense basis, receipts for cash sub-vouchers for themselves and their employees; and PCS orders for employees only.	Order 1500.14A, Travel Manual	Redelegation of this authority is accomplished in accordance with Order 1500.14A.

**DELEGATIONS OF AUTHORITY TO REGIONAL PROGRAM MANAGERS & ASSISTANT CHIEF
COUNSELS-AWARDS**

<i>Reg. Org.</i>	<i>Subject</i>	<i>Authority</i>	<i>Remarks</i>
AF	Approve lump-sum awards, quality increase awards, technical employee suggestions and originate local honorary awards.	Order 3450.7E , Incentive Awards Program	Awards up to \$3,000 for individuals and up to \$5,000 for groups. This authority may not be re delegated . AF field managers are delegated authority to originate local honorary awards.
AS, AC, FS , AM, JZ & CS	Approve lump-sum awards, quality increase awards, technical employee suggestions and originate local honorary awards.	Order 3450.7E , Incentive Awards Program	Awards up to \$3,000 for individuals and up to \$5,000 for groups. This authority may not be re delegated .
AT	Approve lump-sum awards, quality increase awards, technical employee suggestions and originate local honorary awards.	Order 3450.7E , Incentive Awards Program	Awards up to \$3,000 for individuals and up to \$5,000 for groups. This authority may not be re delegated .
GC	Awards	Order 3450.7E , Incentive Awards Program	Awards up to \$3,000 for individuals and up to \$5,000 for groups. This authority may not be re delegated .

**DELEGATIONS OF AUTHORITY TO REGIONAL PROGRAM MANAGERS & ASSISTANT CHIEF
COUNSELS-TIME AND ATTENDANCE**

<i>Reg. Org.</i>	<i>Subject</i>	<i>Authority</i>	<i>Remarks</i>
AF	Approve overtime and holiday work.	Order 3550.10 , Pay Administration (General)	Authority may be re delegated to subordinate managers.
AS	Approve time and attendance records and overtime; compensatory time, annual and sick leave; and tours of duty.	Order 3550.10 , Pay Administration (General)	Authority may be re delegated to subordinate managers.
AT	Approve overtime, holiday work, and time and attendance records.	Order 3550.10 , Pay Administration (General) and Order 2730.8 , Time and Attendance Uniform Payroll System.	Authority may be re delegated to subordinate managers. Under Order 2730.8 , Division Managers are authorized to approve their own T&A records.
AC, FS , AM, CS	Approve overtime and holiday pay	Order 3550.10 , Pay Administration (General)	Authority may be re delegated to subordinate managers. There is no change in present time and attendance reporting procedures.
GC	Approve time and attendance records, overtime, compensatory time, annual and sick leave, and tours of duty for themselves and their staffs.	Order 3550.10 , Pay Administration (General)	Authority may re delegated to subordinate managers.

**DELEGATIONS OF AUTHORITY TO REGIONAL PROGRAM MANAGERS & ASSISTANT CHIEF
COUNSELS-PROCUREMENT**

<i>Reg. Org.</i>	<i>Subject</i>	<i>Authority</i>	<i>Remarks</i>
AF	Approve Procurement Requests (RR)	Order 4400.42A , Preparation and Approval of Procurement Requests	PR's of \$500,000 and above. Statements of essential need for acquisitions falling within the AF program responsibilities estimated to cost \$200,000 or more shall be concurred in by the regional AF division managers and forwarded to AAF-1 for approval.
AT	Approve Procurement Requests.	Order 4400.42A , Preparation and Approval of Procurement Requests	PR's up to \$500,000 . PR's in excess of \$100,000 shall be coordinated with appropriate AT Washington HQ entity. Statement of essential need justification for PR's estimated to exceed \$200,000 shall be prepared for signature by AAT-1 .
AS	Approve Procurement Requests.	Order 4400.42A , Preparation and Approval of Procurement Requests	PR's in their programs areas within approved financial plans.
AC, FS, AM, & CS	Approve Procurement Requests.	Order 4400.42A , Preparation and Approval of Procurement Requests	PRs up to \$500,000 . PR's over \$500,000 shall be approved by the appropriate office/service director or Federal Air Surgeon. Statement of essential need justification for PR's in excess of \$200,000 shall be processed in accordance with Order 4405.16 , Prenotification Review of Proposed Acquisition and Assistant Actions and Related Matters. All procurement requests for ADP equipment or service shall be approved in accordance with Order 1370.52B , Information Resources Management Policies and Procedures.
GC	Approve Procurement Requests and other procurement documents.	Order 4400.42A , Preparation and Approval of Procurement Requests	Approve procurement information submitted on behalf of the Assistant Chief Counsel.

DELEGATIONS OF AUTHORITY TO REGIONAL PROGRAM MANAGERS-FACILITY CHANGES

<i>Reg. Org.</i>	<i>Subject</i>	<i>Authority*</i>	<i>Remarks**</i>
AT & AF	Submit proposals on closing, consolidating, relocating field offices and facilities.	Order 1 100.1A , Policy and standards	To AXO-1 thru AATF-1 and AAF-1 , respectively.
AS	Submit proposals on closing, consolidating, relocating field offices and facilities.	Order 1 100.1A , Policy and Standards	To ARP-1 .
AC, FS, AM, & CS	Submit proposals on opening, closing, consolidating, relocating field offices and facilities.	Order 1 100.1A , Policy and Standards	To AXR thru their office/service director, who will then forward to APR for subsequent action.
AT	Approve minor reductions in operating hours or recurring seasonal changes in operating hours of facilities.	Order 1 100.1A , Policy and Standards	"Minor" means 4 hours or less. Seasonal changes may be more than 4 hours; e.g., facilities serving resort areas.
AC, FS, AM, & CS	Establish and/or change, or authorize minor reductions or recurring seasonal changes in operating hours of field facilities.	***Order 1 100.1A , Policy and Standards	"Minor" means 4 hours or less. Seasonal changes may be more than 4 hours; e.g., facilities serving resort areas.
AF , AS		==	Not Applicable

* Order 1 ~~100.1A~~ will be updated to reflect the impact of straightlining on FAA's organizational philosophy and concept of operations. For the present, Executive Directors or assistance administrators, as appropriate, will be the officials submitting facility opening and closing proposals to the Administrator. The requirements relating to coordination within the FAA and the Department remain in effect, except that the biweekly highlights report is no longer utilized. Instead, a memorandum should be used to provide advance notification to the Secretary.

** Prior to submission of proposal to a Washington office, it should be coordinated with the Regional Administrator.

*** Order 1 ~~100.1A~~ does not specifically authorize these actions for other than Air Traffic facilities. However, paragraph 17 of Order 1 ~~100.1A~~ provides authority for "Regional Directors" to make changes that are considered too minor to require notification to the Secretary or approval by the Administrator. This authority is now provided to regional program managers.

DELEGATIONS OF AUTHORITY TO REGIONAL PROGRAM MANAGERS-DIRECTIVES

<i>Reg. Org.</i>	<i>Subject</i>	<i>Authority</i>	<i>Remarks</i>
AF , AS	Issue orders, notices, or changes internal to the division.	Order 1320.1C , FAA Directives System	Directives must be coordinated with all affected organizations and regional directives management officer before issuance.
AC	Issue National Directives within their assigned areas of technical responsibility.	Order 1320.1C , FAA Directives System	Directives must be coordinated with all affected organizations and regional directives management officer before issuance.
FS , AM, CS	Issue orders, notices, or changes internal to the division.	Order 1320.1C , FAA Directives System	Directives must be coordinated with all affected organizations and regional directives management officer before issuance.
AT	Issue orders, notices, or changes internal to the division.	Order 1320.1C , FAA Directives system	Directives must be coordinated with all affected organizations and regional directives management officer before issuance.

APPENDIX 2. DELEGATIONS OF AUTHORITY FOR REGIONAL AIRWAY FACILITIES DIVISION MANAGERS

1. PURPOSE. This appendix describes delegations of authority and management/functional relationships implementing the agency reorganization and establishing straightline reporting of regional Airway Facilities (**AF**) Divisions to the Associate Administrator for Airway Facilities, **AAF-1**.

2. SPECIAL RELATIONS. The regional **AF** division manager is expected to play an active, effective, and supportive role within the regional structure. Each manager will keep his or her regional administrator informed on significant program activities in an effective and timely manner.

3. SUMMARY OF CHANGES.

a. Organization. The Associate Administrator for Airway Facilities has assumed primary line management responsibility for control of **AF** regional personnel and financial resources, key management selections, program objectives, and executive and management performance standards.

(1) Reporting Lines. The regional **AF** division managers report to the Associate Administrator for Airway Facilities, **AAF-1**. Implementing changes are:

(a) Pen-and-ink changes to the regional **AF** division managers' position descriptions should be made in the paragraph titled "Supervision Received" to reflect that they report to the "Associate Administrator for Airway Facilities".

(b) Performance standards for regional division managers will be developed in collaboration with the Deputy Associate Administrator for Airway Facilities, **AAF-2**. First- and second-level rating officials are **AAF-2** and **AAF-1**, respectively.

(c) Performance standards for the assistant division managers should be developed and submitted for approval to **AAF-2**, who is the second-level rating official.

(2) The regional **NAS** Plan coordinators will report to the regional **AF** divisions managers.

(3) Regional System Engineering and Integration contractors will report to the **AF** division managers.

b. Delegation of Authority.

(1) The regional **AF** division manager is delegated the authority to direct the performance of all equipment modifications. (Order **1320.33B**, Equipment Modification and Facility Instruction Directives, **OPI: ASM-120**)

(2) The regional **AF** division managers are assigned the responsibility for assuring policies, objectives, and standards established for the facilities master file are met. (Order **6000.5B**, Facilities Master File, **OPI: ASM-230**)

(3) Authority is **redelegated** to the regional **AF** division managers for providing field/technical support in the recommendation of modifications and power sources. (Order **6030.20D**, Electrical Power Policy, **OPI: ASM-120**)

(4) Authority is delegated to the **AF** division managers for the establishment of management principles in the Non-Federal Aid Program. (Order **6700.20**, Non-Federal Navigational Aids and Air Traffic Control Facilities, **OPI: ASM-120**)

(5) Paragraph 5(d) of Order **6950.15B**, ARTCC Critical Load Circuits and Configuration, **OPI: ASM-240**, is revised to delete regional director and add **AF** division manager.

c. Communications. Straightlining will require new lines of **communications** and new tools and methods for timely exchanges of information between the associate administrators and field division managers. It is imperative that effective communication across regional division lines and program boundaries be continued and that the regional administrators are kept well informed on programmatic changes. Primarily, communications between the field division managers and the regional administrators will involve information sharing and coordination of support services. In order to enhance our communications process, we are implementing the following:

(1) FAA Electronic Mail System. The FAA MAIL portion of the FAA Administrative Data Transmission Network will be used to improve the speed, quality, and flexibility of the **AF** communications network. This is available now and can be used to transmit mail electronically throughout the **AF** complex.

(2) Facsimile System. This is a network which ties the **AF** family together and improves the overall effectiveness of the communications network. We are currently installing facsimile equipment in all **AF** division managers' offices, Washington Systems Maintenance and **NAS** Transition and Implementation Services, and the Associate Administrator's office. The service will be available as soon as practical.

(3) Teleconferences. Weekly teleconferences have been established with the following participants:

(a) Associate Administrator for **AF**, Deputy Associate Administrator for **AF**, Director, Systems Maintenance Service, Director, **NAS** Transition and Implementation Service, and regional **AF** division managers each Friday at 3 p.m. Eastern time.

(b) Systems Maintenance Service and **NAS** Transition and Implementation Service directors, deputies, division and staff managers, and regional **AF** division, branch, and staff managers each Tuesday at 3 p.m. Eastern time.

(4) Program Reviews. Regular program reviews will be established between regional **AF** division managers and the associate level in Washington. In addition, interface with regional administrators must be continued during the Quarterly Fiscal Summary Report reviews for informational purposes.

(5) Support Services. The Executive Directors have agreed that support services provided to **AF** organizations, as well as services which **AF** organizations provide to other organizations reporting to **AXA**, **AXR**, **AXO**, **AXQ**, and **AXD** will continue. Any new **AF** initiated programs and changes to currently planned programs that require additional support resources should be coordinated across affected organizational boundaries to assess impact prior to proceeding.

d. Facilities and Equipment (F&E). The **AF** division manager will continue to be the primary regional official responsible and accountable for F&E program accomplishment and will chair the Facility Review Board (**FRB**). It is essential that:

(1) A high level of collaboration and cooperation between program divisions and the Regional Administrator's staff continue.

(2) The Regional Administrator be kept informed of F&E status and progress toward F&E goal accomplishment.

(3) The **FRB**'s and working level Interdivisional Working Groups (**IDWG**'s) be continued.

(4) Adequate support be devoted to the **NAS** Plan programs under the direction of Executive Director for System Development.

A working group has been established to address increased delegation of authority for reprogramming and general

A working group has been established to address increased delegation of authority for reprogramming and general streamlining of the F&E process.

e. **Telecommunications.** The Telecommunication Management and Operations Program (TM&O) is in the process of being structured.

4. **PERSONNEL IMPACT.** The realignment of organizational functions is intended to be transparent to the field and will have minimal impact on field operating elements. The major change is the reporting relationships of the regional program divisions. AAF-1 will keep headquarters and regional personnel informed as refinements to the organization are made to facilitate an understanding of changed responsibilities and functional flows.

APPENDIX 3. DELEGATIONS OF AUTHORITY FOR REGIONAL AIR TRAFFIC DIVISION MANAGERS

1. PURPOSE. This appendix describes delegations of authority and management/functional relationships implementing the agency reorganization and establishing straightline reporting of regional Air Traffic (AT) Divisions to the Associate Administrator for Air Traffic, **AAT-1**.

2. SPECIAL RELATIONS. The regional air traffic division manager is expected to play an active, effective, and supportive role within the regional structure. Each manager will keep his/her regional administrator informed on significant program activities in an effective and timely manner.

3. SUMMARY OF CHANGES.

a. Organization. The Associate Administrator for Air Traffic has primary line management responsibility for control of AT regional personnel, financial resources, key management selections, program objectives, and executive and management performance standards.

b. Reporting Lines. The regional AT division managers will report to the Associate Administrator for Air Traffic, **AAT-1**. Implementing changes are:

(1) Pen and ink changes to each regional AT division manager's position description should be made in the paragraph titled "Supervision Received" to reflect that he/she reports to the "Associate Administrator for Air Traffic."

(2) Performance standards for regional division managers will be developed in collaboration with the Deputy Associate Administrator for Air Traffic, **AAT-2**. First- and second-level rating officials are **AATF2** and **AATF-1**, respectively.

(3) Performance standards for the assistant division managers should be modified to reflect **AATF2** as the second-level rating official.

c. Communications. Straightlining will require new lines of communications and new tools and methods for timely exchange of information between Washington and the field. It is imperative that effective communications across regional division lines and program boundaries be continued and that the regional administrators be kept well informed on programmatic changes. The following actions will improve communications between headquarters and field:

(1) **Facsimile System.** Efforts are underway to procure facsimile equipment for all regional Air Traffic division managers.

(2) **Teleconferences.** All teleconferences that have been established will remain in effect.

(3) **Program Reviews.** Regular program reviews will be established between regional AT division managers and the associate level in Washington. In addition, interface with regional administrators will be continued during the Quarterly Fiscal Summary Report reviews for informational purposes.

d. Support Services. The Executive Directors have agreed that support services provided to AT organizations, as well as services which AT organizations provide to other organizations reporting to **AXA**, **AXR**, **AXO**, **AXQ**, and **AXD**, will continue. Any new AT-initiated programs and changes to currently planned programs that require additional support resources should be coordinated across affected organizational boundaries to assess impact prior to proceeding.

e. Budget.

(1) Budget formulations will continue with changes as necessary under straightlining. As changes occur, they will be issued under separate cover as appropriate.

(2) If additional guidance is needed, contact the Office of Air Traffic Program Management, **ATZ**, ~~FTS 267-9205~~.

f. Personnel Impact. The realignment of organizational functions is intended to be transparent to the field and will have minimal impact on field operating elements. The major change is the reporting relationships of the regional program divisions. ~~ATF-I~~ will keep headquarters and regional personnel informed as refinements to the organization are made to facilitate an understanding of changed responsibilities and functional flows.

APPENDIX 4. DELEGATIONS OF AUTHORITY FOR REGIONAL AIRPORT DIVISION MANAGERS

1. PURPOSE. This appendix describes delegations of authority and management/functional relationships implementing the agency reorganization and establishing straightline reporting of regional Airports Divisions to the Assistant Administrator for Airports, **ARP-1**.

2. SPECIAL RELATIONS. The regional Airports Division manager is expected to play an active, effective, and supportive role within the regional structure. Each manager will keep his/her regional administrator informed on significant program activities in an effective and timely manner. In addition, in regard to program implementation, the headquarters offices (Office of Airport Safety and Standards (**AAS**) and Office of Airport Planning and Programming (**APP**)) will establish program guidance and Regional Airports Division managers will administer the programs in accordance with these guidelines.

3. SUMMARY OF CHANGES.

a. Organization. The Assistant Administrator for Airports has assumed primary line management responsibility for control of Airports regional personnel and financial resources, key management selections, program objectives, and executive and management performance standards.

b. Reporting Lines. The regional Airports Division managers report to the Assistant Administrator for Airports, **ARP-1**.

(1) Changes to division managers' position descriptions should be made to reflect the new reporting line.

(2) Performance standards for regional division managers will be developed in collaboration with the Deputy Assistant Administrator for Airports, **ARP-2**, following review of program goals and objectives. First- and second-level rating officials are **ARP-2** and **ARP-1**, respectively. In addition, regional administrators will have input to regional Airports Division managers performance appraisal process as relates to regional management responsibilities that cross organizational lines **and/or** local accomplishments.

(3) Performance standards for the assistant division manager should be developed and submitted for approval to **ARP-2**, who is the second-level rating official.

c. Delegations of Authority.

(1) Authority is delegated to the Regional Airports Division managers to administer, in accordance with headquarters policy, the Airport Certification Program including approving FAA Form **5280-2**, Airport Operating Certificate, and amendments to airport certification manuals or airport certification specifications.

(2) Authority is delegated to the regional Airports Division managers to issue all Federal Aviation Regulations, Part **150** program notices in the **Federal Register**; to find noise exposure maps in compliance with **Part 150**; and to do preliminary reviews of noise compatibility programs to start the **180** days, with the following exceptions:

(a) **Noise Exposure Maps.** The Office of Environment and Energy (**AEE**) continues to have sole responsibility for approving the use of a noise model that does not already have blanket approval by that office; verifying the correct use of noise models when questions arise concerning possible adjustments or calibration made outside of **AEE**; determining the technical acceptability of substituting one aircraft for another in the noise model; and determining the acceptability of noise monitoring not done in accordance with Part **150, A150.5**.

(b) Noise Compatibility Programs. For those Noise Compatibility Programs which contain proposed mandatory use restrictions, coordination with the Office of Airport Planning and Programming (~~APP-600~~) is required before the FAA region makes a determination of the sufficiency of the documentation for the **180-day** review period. Mandatory use restrictions include, but are not limited to, time-of-day restrictions or curfews; denial of the use of the airport or specified runways on an airport for noise reasons; cumulative or single-event noise limitations for an airport or for a specified runway on the airport; airport or runway capacity limitations for noise reasons; and other types of differential treatment of users based on noise, including operating fees.

(3) Authority is delegated to the regional Airports Division managers to approve all environmental findings and documents for which the Airports program has the lead responsibility, except those environmental impact statements specifically enumerated in paragraph **3c(4)(g)**.

(4) Regional Airports Division managers have full authority to take any action with respect to their function and assigned responsibilities subject only to specified limits described in paragraphs **3c(4)(a)** through **3c(4)(n)**. Regional Airport Division managers shall not:

(a) Approve entry in the National Plan of Integrated Airport ~~Systems~~ of new ~~airports~~ accounting for ~~0.05~~ percent or more of total national ~~enplanements~~.

(b) Add a new project to the Airport Improvement Program for development at an airport other than primary if the cumulative Federal share during a fiscal year exceeds ~~\$1~~ million, nor modify a project to cause the cumulative Federal share during a fiscal year to exceed ~~\$1~~ million.

(c) Add a new project to the Airport Improvement Program for development of primary airports if cumulative discretionary funds during a fiscal year exceed ~~\$2.5~~ million, nor modify a project to cause the cumulative discretionary share during a fiscal year to exceed ~~\$2.5~~ million.

(d) Divert any Airport Improvement Program funds to an airport site other than that for which it was intended when the allocation was approved.

(e) Add any integrated airport system planning project to the Airport Improvement Program if the Federal share exceeds ~~\$250,000~~.

(f) Add an item of development or planning effort to a programmed project if such item was previously disapproved at the Washington level.

(g) Increase an allocation when funding requires an increase in funds of another Federal agency until that other agency has authorized the increase in its supplemental grant.

(h) Change or modify the standard terms and provisions of the form of Application for Federal Assistance, Grant Agreement, and Federal Assistance (Standard Form ~~424~~).

(i) Terminate any Grant Agreement for planning or development for cause without prior concurrence of the Associate Administrator for Airports when such concurrence is requested upon headquarters review of the termination proposal.

(j) Approve final environmental impact statements or supplements to final environmental impact statements subject to Section ~~102(2)(C)~~ of the National Environmental Policy Act of ~~1969~~ for the following actions, unless specifically delegated on a case-by-case basis:

1. Any new airport serving a metropolitan area (construed as a standard metropolitan statistical area (**SMSA**)) unless specifically directed otherwise).

2. Any new runway or major runway extension at a commercial service airport located in an **SMSA**.

3. Any action for which a Federal, State, or local government agency has expressed opposition on environmental grounds.

4. Any project for which a notice of intended referral to the Council on Environmental Quality has **been** received from another Federal agency and the objections of that agency have not been resolved.

(k) Release an entire airport from **all** of the terms and conditions of a Grant Agreement, Surplus Property Instrument of Disposal, or a deed issued pursuant to Section **16** of the Federal Airport Act, Section **23**, of the Airport and Airway Development Act, or Section **516** of the Airport and Airway Improvement Act.

(l) Recommend to the General Services Administration classification and disposal of surplus real property for airport revenue-producing purposes when the property will not be included within the boundary of the airport.

(m) Take an agency position on an airport-use restriction proposal without prior coordination with the Assistant Administrator for Airports.

(n) Approve or disapprove an airport noise compatibility program submitted under Federal Aviation Regulations, Part **150**, Airport Noise Compatibility Planning.

d. Communications. Straightlining will require new lines of communications and new tools and methods for timely exchange of information between the Washington associate and assistant administrators and regional division managers. It is imperative that effective communication across regional division lines and program boundaries be continued and that the regional administrators are kept well informed on programmatic changes. Primarily, communications between the regional division manager and the regional administrator will involve information sharing and coordination of support services.

(1) Teleconferences. All teleconferences that have been established will remain in effect.

(2) Program Reviews. Regular program reviews and management conferences will be established between regional Airports Division managers and the assistant level in Washington. In addition, interface with regional administrators will be continued during the Quarterly Fiscal Summary Report reviews for information purposes.

e. Support Services. The Executive Directors have agreed that support services provided to Airports organizations, as well as services which Airports organizations provide to other organizations reporting to **AXA**, **AXR**, **AXO**, **AXQ**, and **AXD** will continue. Any new Airports-initiated programs and changes to currently planned programs that require additional support resources should be coordinated across affected organizational boundaries to assess impact prior to proceeding.

f. Budget.

(1) In general, agency formulation and executive processes will be followed.

(2) Regional managers are delegated authority to reprogram funding by object class to meet program accomplishment needs within their financial plans except that no adjustments shall be made in the annual funding levels required for personnel and benefit costs except to decrease PC&B for lapse on a quarterly basis. Funds shall not be reprogrammed to nonairports organizations without prior approval of the Assistant Administrator for Airports.

g. Personnel Impact. The realignment of organizational functions is intended to be transparent to the field and will have minimal impact on field operating elements. The major change is the reporting relationships of the regional program divisions. ~~ANP-1~~ will keep headquarters and regional personnel informed as refinements to the organizations are made to facilitate an understanding of changed responsibilities and functional flows.

APPENDIX 5. DELEGATIONS OF AUTHORITY AND OPERATING PROCEDURES FOR THE REGULATORY STANDARDS AND COMPLIANCE (~~AXR~~) ORGANIZATION

- 1. PURPOSE.** This appendix outlines the delegations of authority that are required to support the organization and functions of the Executive Director for Regulatory Standards and Compliance (~~AXR~~). These delegations are consistent with Order ~~1100.156~~, Delegations of Authorities and Operating Procedures for the ~~AXR~~ Organization.
- 2. GENERAL DELEGATIONS AND RESPONSIBILITIES.** Authority is delegated to the Associate Administrator for Regulation and Certification and the Associate Administrator for Aviation Standards for complete management responsibility for the programs under their direction and guidance.
- 3. SPECIAL RELATIONS.** The regional Aircraft Certification (AC), Flight Standards (~~FS~~), Aviation Medical (AM), and Civil Aviation Security (~~CS~~) directorates and division managers are expected to play an active, effective, and supportive role within the regional structure. Each manager will keep his/her regional administrator informed on significant program activities in an effective and timely manner.

4. DELEGATION PROCEDURES. With respect to line authority operation, the following procedures are effected. All subsequent delegations of authority shall be documented at all levels and a copy of the documentation shall be provided to the Office of Program and Resource Management, attention: Program Management Division, ~~APR-100~~.

a. Reporting Lines. Direct line authority for regional and center Civil Aviation Security divisions and regional Flight Standards, Aircraft Certification, and Aviation Medicine divisions is delegated to the respective office/service heads.

(1) Pen and ink changes to each affected regional division and directorate manager's position description should be made in the paragraph titled "Supervision Received" to reflect that he/she reports to the director of the appropriate office or service.

(2) Performance standards/appraisals for regional division and directorate managers will be developed in collaboration with the appropriate ~~AXR~~ office or service directors and the Federal Air Surgeon, with input from the regional administrators.

(3) Performance standards/appraisals for the regional assistant division or assistant directorate managers shall be modified to reflect the appropriate director or the Federal Air Surgeon as the second-level rating officials.

b. Administrative Delegations.

(1) The Director, Aviation Standards National Field Office, is responsible for the overall management of the agency aircraft program as defined in Order ~~4040.9C~~, FAA Aircraft Management Program. Regional administrators retain the authority to approve participants in the program.

(2) The Manager, Safety Information and Technology Division, ~~APR-300~~, is designated as the ~~AXR~~ Information Resource Manager and is delegated the authorities and responsibilities defined in Order ~~1370.52B~~, Information Resources Management Policies and Procedures.

c. Communications. Straightlining requires a timely exchange of information between the Washington headquarters and the regional division managers. Effective communication across regional division and directorate lines and program boundaries must be continued and the regional administrators must be well informed on programmatic changes. Therefore, attitude survey results will be provided to the regional administrator by program division and directorate managers, in order for the regional administrator to effectively perform evaluation/appraisal functions as the administrator's representative.

(1) The continuation of teleconferences is encouraged.

(2) Regular program reviews will be established by the Washington headquarters offices and services; regional administrators will be invited to participate. Regional division and directorate managers will participate in program reviews established by the regional administrators. Division and directorate managers are responsible for keeping their office/service director informed of regional review schedules.

d. **Support Services.** Support services provided to the **AXR** organizations, as well as services which **AXR** organizations provide to other organizations, will continue until specifically revised. Any new **programs** and changes to currently planned programs that require additional support resources should be coordinated across organizational boundaries to assess impact prior to proceeding.

e. **Budget.** The following guidance is provided:

(1) For budget execution, office/service directors and regional managers are responsible for and will be held accountable for the construction and accomplishment of a financial program that efficiently and effectively utilizes assigned resources to meet agency objectives.

(2) For budget formulation, resource requirements will continue to be developed and submitted through the various budget offices. Modifications to field budget submissions must be initiated and approved by the appropriate regional program division, or directorate manager, and processed through normal channels. These submissions may not be modified by the regional administrator without the concurrence of the appropriate Washington headquarters program director.

(3) The regional budget officers are a valuable resource that should be used in the budget formulation and execution phases.

(4) For budget adjustments across regional boundaries and/or program boundaries, the formal flow of documentation will be accomplished through the headquarters program office to **APR-I**. **APR** will serve as the focal point for communications with the Office of Budget (**ABU**). **ABU** will continue their role in providing direction to the regional budget office for exercising the transfer. **APR** should also advise the offices and services of final adjustments by **APR/ABU** on budget submissions.

(5) The Executive Director for Regulatory Standards and Compliance, together with the Associate Administrator for Regulation and Certification, the Associate Administrator for Aviation Standards, and the Director of Program and Resource Management shall, on a regularly scheduled basis, review the financial status of the **AXR** programs, review unfunded requirements, approve the movement of resources, and, as necessary, issue or revise financial guidance to the **AXR** organization. To aid **AXR**, **AVR**, and **AVS** in the management of the **AXR** programs, the Office of Program and Resource Management will publish, on a regularly scheduled basis, a financial status report. A schedule will be established to meet the requirements of the offices/services.

5. PERSONNEL IMPACT. The realignment of organizational functions is intended to be transparent to the field and industry and will have minimal impact on field operating elements. The major change is the reporting relationship of the regional program divisions and directorates. We will keep headquarters, regional, and directorate personnel informed as refinements to the organization are made.

APPENDIX 6. DELEGATION OF AUTHORITY FOR ASSISTANT CHIEF COUNSELS IN REGIONS AND CENTERS

1. PURPOSE. This appendix describes the delegations of authority from the Chief Counsel to the Assistant Chief Counsel for each region and center. It also describes the consultation and coordination procedures which will be used to implement the agency reorganization which established straightline reporting from the Assistant Chief Counsel for each region and center to the Chief Counsel.

2. SPECIAL RELATIONS. The Assistant Chief Counsel is expected to play an active, effective, and supportive role within the regional structure. Assistant Chief Counsels will keep their regional administrators informed on significant activities in an effective and timely manner.

3. SUMMARY OF CHANGES.

a. Organization. The Chief Counsel will assume primary management responsibility for regional personnel in the Office of the Assistant Chief Counsel for each region and center. Further, the Chief Counsel will assume primary management responsibility for financial resources, key management selections, program objectives, and executive and management performance standards for those offices.

(1) Reporting Lines. The Assistant Chief Counsel for each region and center will report to the Chief Counsel. Pen and ink changes to the position descriptions of the Assistant Chief Counsel for each region and center should be made as follows:

(a) Line 16 should be changed to reflect the title change to “Assistant Chief Counsel” for each region.

(b) Line 18c should be changed to reflect the title change to “Office of the Assistant Chief Counsel” for each region.

(c) The position description should be changed to reflect the change in title from “Regional Counsel” to “Assistant Chief Counsel” for each region.

(d) The paragraph titled “Supervision Received” should be changed to reflect that he/she reports to the Chief Counsel.

(e) The paragraph titled “Special Relations” should be deleted in its entirety.

(2) Performance standards. The Assistant Chief Counsel and the Deputy Assistant Chief Counsel will develop performance standards in collaboration with the Deputy Chief Counsel. The first-level rating official for the Assistant Chief Counsel is the Deputy Chief Counsel, the second-level rating official is the Chief Counsel.

b. Delegation of Authority. The following **redelegations** of authority are made from the Chief Counsel to the Assistant Chief Counsel for each region and center:

(1) The authority to take final action to approve, compromise, or deny tort claims within specific dollar limitations as set forth in Order **2250.1A**, FAA TORT CLAIMS Handbook.

(2) The authority to take final action to approve, compromise, or deny employee claims for personal property lost or damaged in accordance with Order **2700.14B**, Employee Claims Manual.

(3) The authority to sign requests for **imprest** funds.

(4) The authority to issue determinations on questions of conflict of interest.

